



## **Staff Report**

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### **RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH RBF CONSULTING FOR THE STATE MANDATED SANITARY SEWER SYSTEM CAPACITY ANALYSIS FOR AN AMOUNT NOT TO EXCEED \$129,562**

Honorable Mayor and Council Members:

#### **Summary**

Staff requests City Council approval for a professional services agreement with RBF Consulting for the sewer system capacity study. The sewer system capacity study is needed to assure the City's compliance with the new State and Regional Water Board Sanitary Sewer Management Plan regulatory program.

#### **Background**

In 2005, the California Regional Water Quality Control Board (RWQCB) notified the City that it must submit a Sewer System Management Plan (SSMP) for the operation and maintenance of the City's sanitary sewer collection system. The mission of the RWQCB is to develop and enforce water quality objectives and implementation plans that will best protect the beneficial uses of the State's waters, recognizing local differences in climate, topography, geology and hydrology. The SSMP will serve as a work plan for a new sewer system regulatory program similar to the NPDES program for the municipal storm drainage system. The State has provided guidance for the plan, which must cover 10 elements divided in three groups.

1. City's program goals, organization, overflow emergency response, fats oils and grease control – due on 08/31/2006
2. Legal authority, measures and activities; design and construction standards – due on 08/31/2007
3. Capacity management, monitoring and measurements, and audits – due on 08/31/2008

Two thirds of the RWQCB SSMP plan elements have been completed. The remaining one third of the SSMP includes capacity management, monitoring and measurements which are due to the State in August 2008.

In 2007, the California State Water Board notified the City that in addition to the SSMP prepared for the Regional Water Quality Control Board the City must also submit a separate SSMP directly to the State Water Board. The State Water Resources Control Board (State Water Board) was created by the Legislature in 1967. The mission of the State Water Board is to ensure the highest reasonable quality of water for the State, while allocating these waters to achieve the optimum balance of beneficial uses. The joint authority of water allocation and water quality protection enables the State Water Board to provide comprehensive protection for California's waters. The State SSMP must cover 12 elements that are divided into three groups.

1. Goals, organizational structure – due on 11/02/2007
2. Emergency response plan, legal authority, operation and maintenance plan, fats, oils and grease control – due on 05/02/2009
3. Design and performance standards, system capacity plan, monitoring and program modifications, program audits, communications program and final certification – due on 08/02/2009

The SSMP represents the State's assertion of its authority to regulate satellite or independent sewer collection systems as a potential threat to water quality. The practical outcome is that cities and sewer districts will need to increase their level of effort in monitoring, documenting, and reporting sewer operations and maintenance. There may also be formal standards for staff training and committee participation. Cities with defective systems will ultimately need to invest money into rehabilitation. Belmont staff is confident that the City's sewer system program for maintenance and improvement properly addresses any deficiencies, if such exist. The City has made substantial investments in keeping the system in generally good condition and in compliance with the coming regulatory environment standards. With the completion of the Sanitary Sewer Master Plan, additional projects and funding needs are identified and with additional data from this study these recommendations may be further refined.

### **Discussion**

The City has recently completed the Sanitary Sewer Rehabilitation Master Plan. However, due to budget constraints, the City did not do a capacity analysis and hydraulic study of the sanitary sewer system, but has conducted wet flow monitoring to collect data for the future capacity analysis and hydraulic study in conjunction with the State and Regional Water Board requirements. The City has budgeted \$150,000 for this project in FY 07-08.

In September 2007, the City sent out Requests for Proposal to 10 engineering firms to conduct a system capacity analysis of the City's sanitary sewer system and prepare a hydraulic model, condition and capacity study in compliance with the State and RWQCB Sewer System Management Plan requirements. Two qualified civil/sanitary engineering consultants, BKF Consulting and RBF Consulting submitted proposals to the City.

The City staff procurement committee consisting of the City Engineer/Assistant Public Works Director, Public Works Services Manager, Senior Civil Engineer, and Associate Civil Engineer independently screened and ranked these proposals based on the following criteria:

- Team Experience for Similar Services
- Team Members Experience
- Project Approach
- Understanding of City's Needs
- References
- Cost

After discussing the results of the screening evaluation, the procurement committee, decided to invite both firms for a presentation and interview. At the end of this process, the committee unanimously selected RBF Consulting based on qualifications and experience in the capacity study and hydraulic analysis. RBF Consultants' estimate of the project was lower as the one from BKF Consulting. The selection process was according to the California Government Code Section 4526: "Notwithstanding any other provision of law, selection by a state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required." As is the standard practice with consultant selection, staff is maintaining a complete procurement evaluation file to demonstrate that this process was conducted in an objective and systematic manner. This file is available for review by interested parties.

#### **General Plan/Vision Statement**

No impact.

#### **Fiscal Impact**

The cost in the amount of \$129,562 will come from the Capital Improvement Program, Account Number 503-4326-7063-9030.

#### **Public Contact**

Public contact consists of posting the City Council agenda.

#### **Recommendation**

It is recommended that the City Council adopt the attached resolution approving a professional services agreement with RBF Consulting for the sewer system capacity study.

**Alternatives**

1. Refer back to staff for additional information.
2. Deny approval.

**Attachments**

- A. Resolution

Respectfully submitted,

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Bozhena Palatnik, PE  
Associate Civil Engineer

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Raymond E. Davis III, PE, PTOE  
Director of Public Works

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Jack R. Crist  
City Manager

**Staff Contact:**

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RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF BELMONT  
APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH RBF  
CONSULTING FOR STATE MANDATED SANITARY SEWER SYSTEM CAPACITY  
ANALYSIS FOR AN AMOUNT NOT TO EXCEED \$129,562**

**WHEREAS**, the City of Belmont budgeted \$150,000 in FY07-08 to a conduct capacity analysis and hydraulic study of the sanitary sewer system to comply with the Regional Water Quality Control Board and State Sewer System Management Plan requirements; and,

**WHEREAS**, in September 2007, the City of Belmont had solicited proposals from qualified engineering firms to conduct a system capacity analysis of the City's sanitary sewer system and prepare a hydraulic model, condition and capacity study in compliance with the State and Regional Water Quality Control Board Sewer System Management Plan requirements; and,

**WHEREAS**, two consultants submitted proposals for the analysis; and,

**WHEREAS**, RBF Consulting was selected based on qualifications and experience; and,

**WHEREAS**, funding for the amount of \$129,562 will come from the Capital Improvement Program, Account Number 503-4326-7063-9030.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belmont directs the City Manager to execute a professional services agreement with RBF Consulting for the sewer system capacity study to comply with the Regional and State Sanitary Sewer Management Plan (SSMP) requirements.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on January 8, 2008 by the following vote:

AYES, COUNCILMEMBERS: \_\_\_\_\_

NOES, COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN, COUNCILMEMBERS: \_\_\_\_\_

ABSENT, COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
CLERK of the City of Belmont

APPROVED:

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MAYOR of the City of Belmont